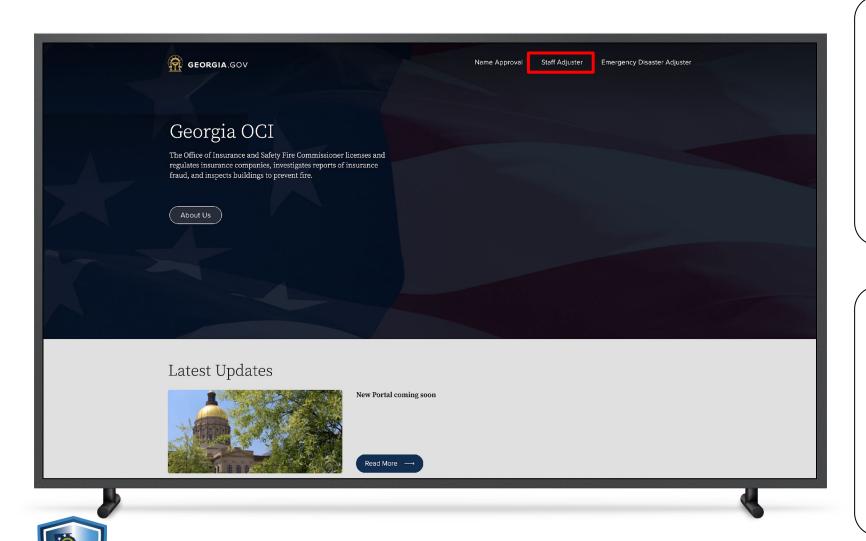


GA OCI Staff Adjuster User Guide

Accessing the Portal



Accessing the Portal



Instructions

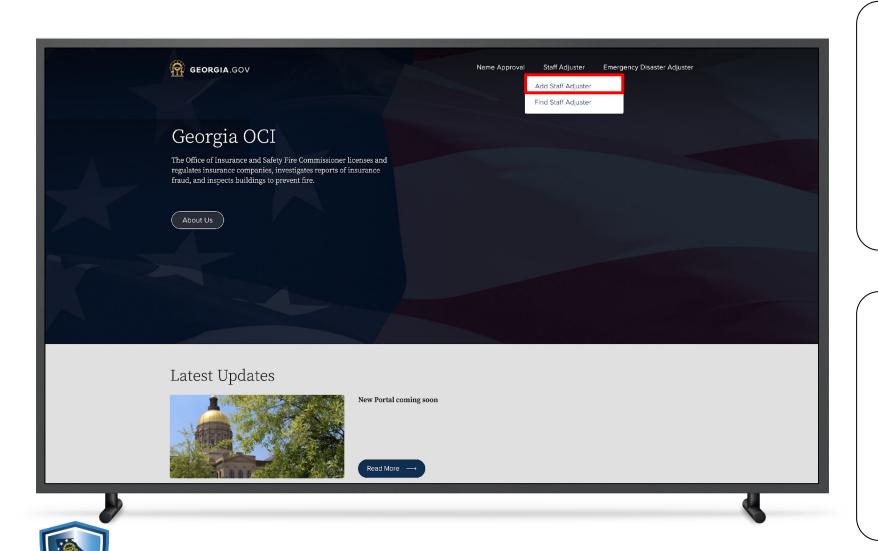
Click the following URL to go to the GA OCI Portal:

https://gims.oci.ga.gov/gims/s/

On the **Home Page** click 'Staff Adjuster'

Wey Points

Accessing the Portal

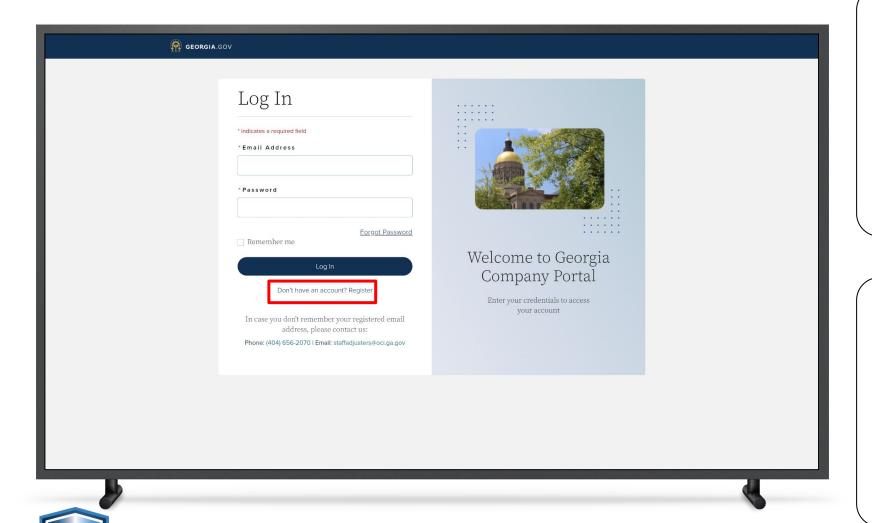




Click 'Add Staff Adjuster'







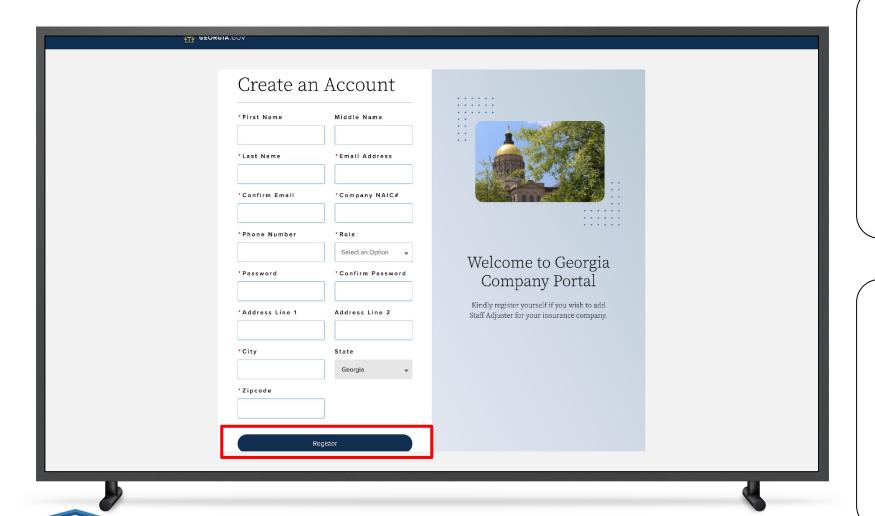
Instructions

To Add a Staff Adjuster, a Coordinator must have an account

To create an account, click on 'Don't have an account? Register'

Key Points

If a Coordinator already has existing credentials, enter the Email Address and Password



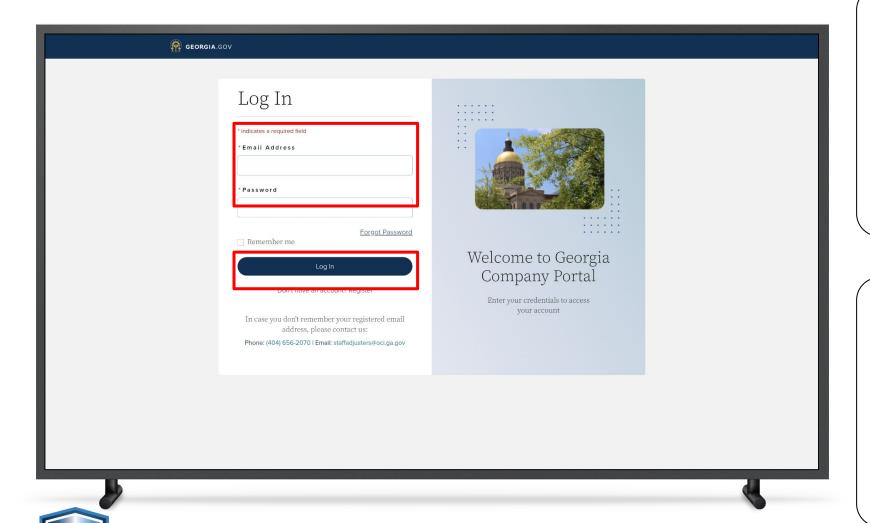
Instructions

Enter all the required information

Click 'Register'

Key Points

After registering, the Coordinator will receive an email confirming that the registration was successful. The email will contain a link to the GA OCI Portal Home Page



Instructions

After Registering, the Coordinator will be redirected back to the **Log In** page

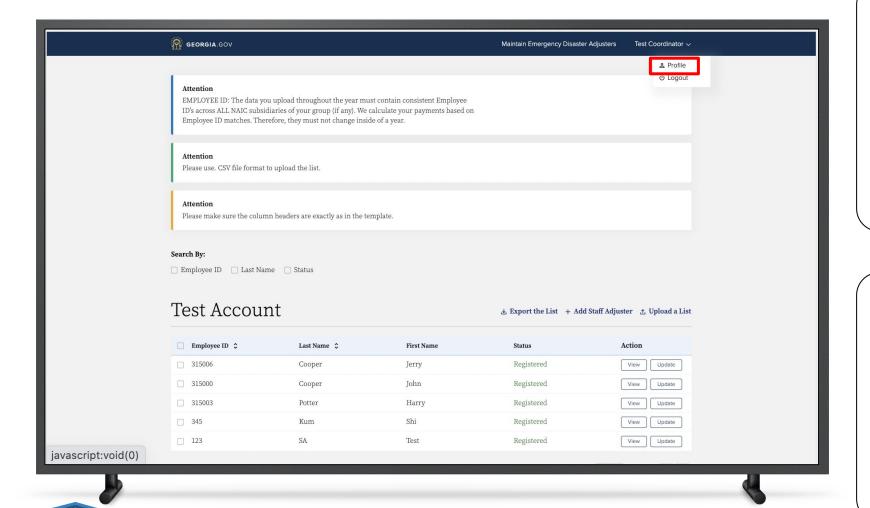
Enter Email Address and Password

Click 'Log In'

Key Points

To reset the Password, click 'Forgot Password' and follow the steps to create a new password

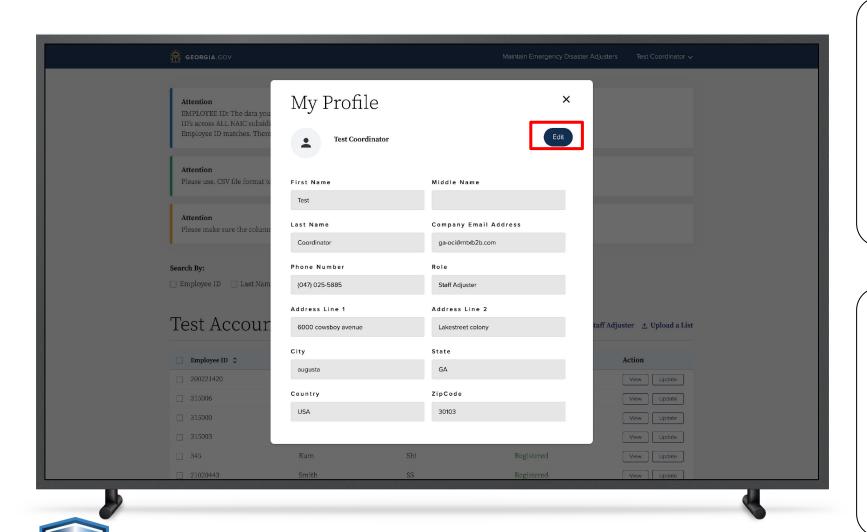




Instructions

Coordinators can View or their Edit their Profile by clicking on 'Profile' under their name

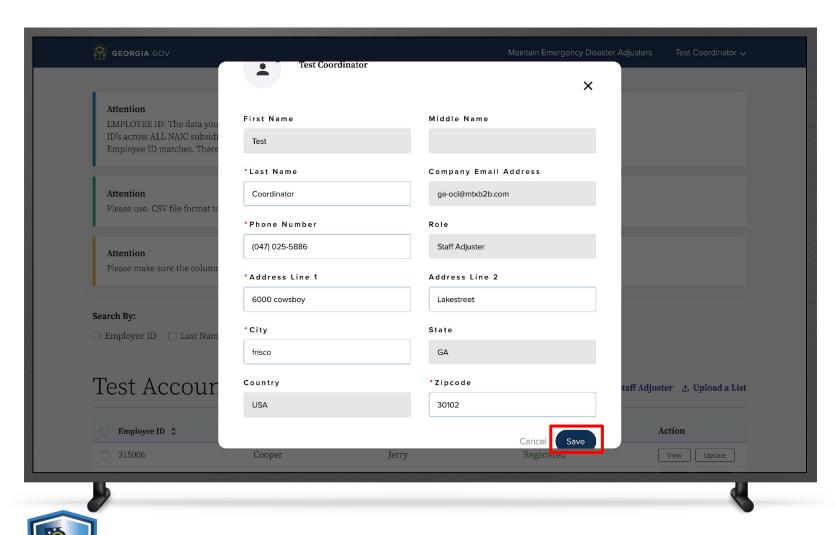




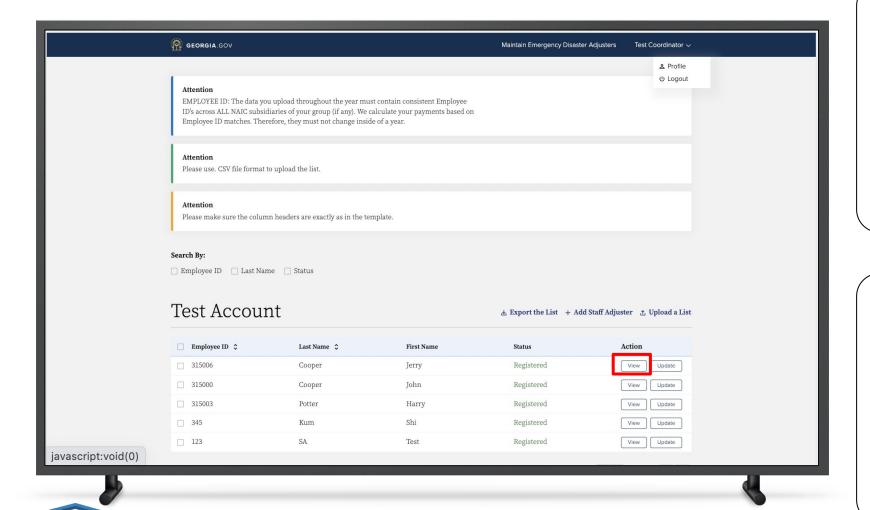


To update, click 'Edit' and make changes





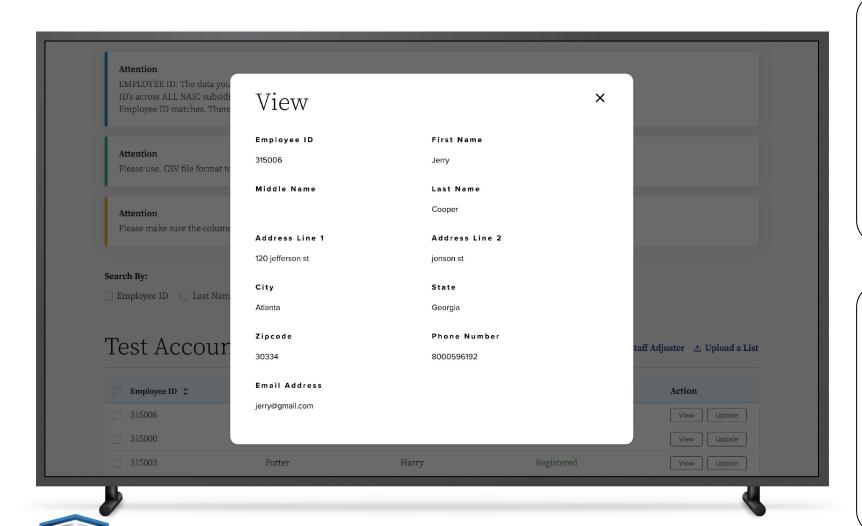


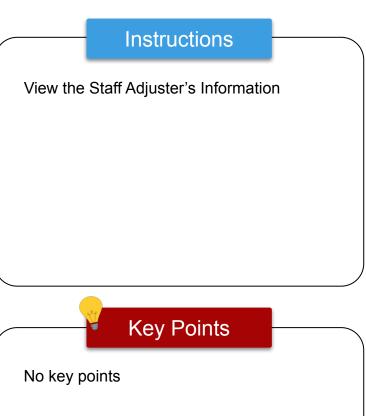


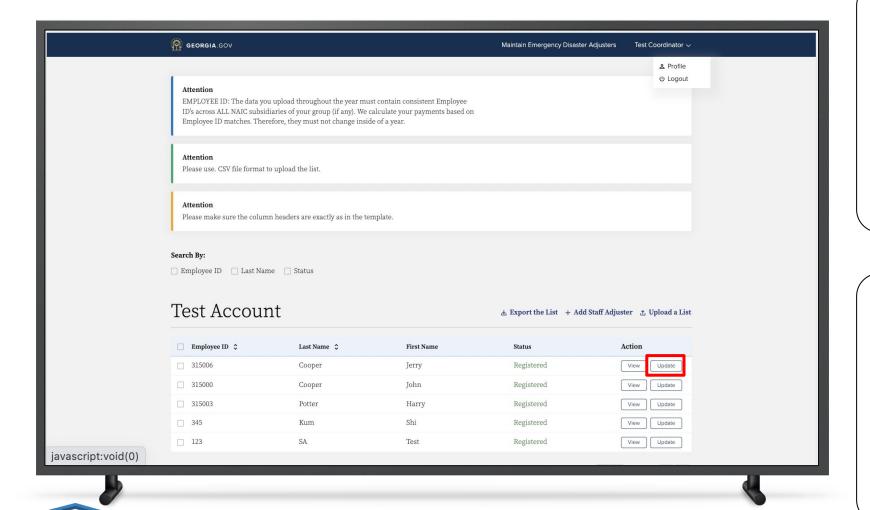
Instructions

Coordinators can 'View' the Staff Adjuster's Information

Key Points



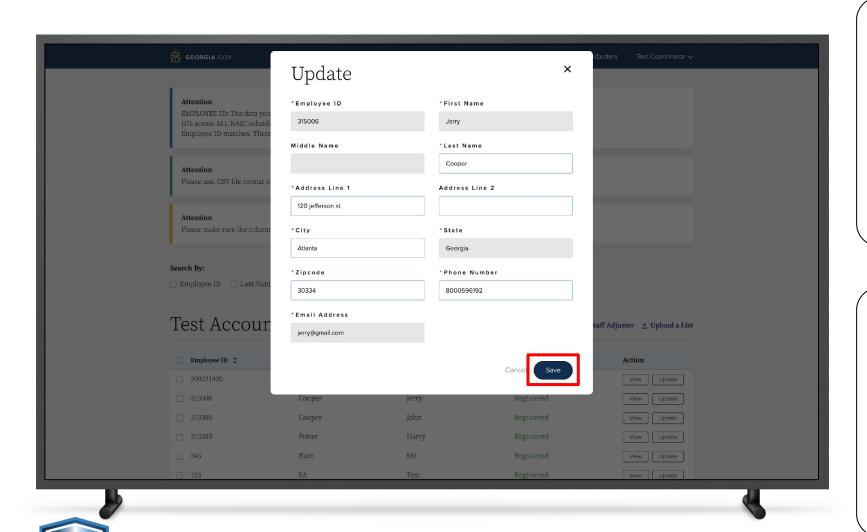




Instructions

Coordinators can 'Update' the Staff Adjuster's Information



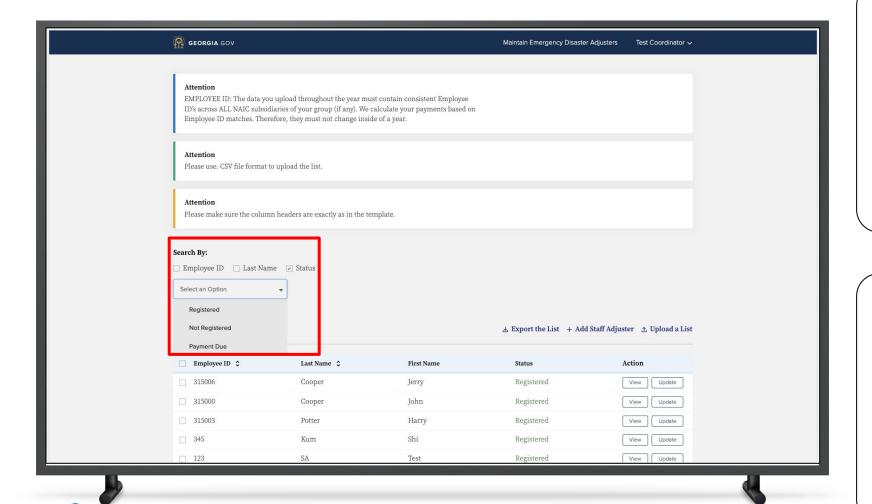


Instructions

Update the Staff Adjuster's Information

Click 'Save'





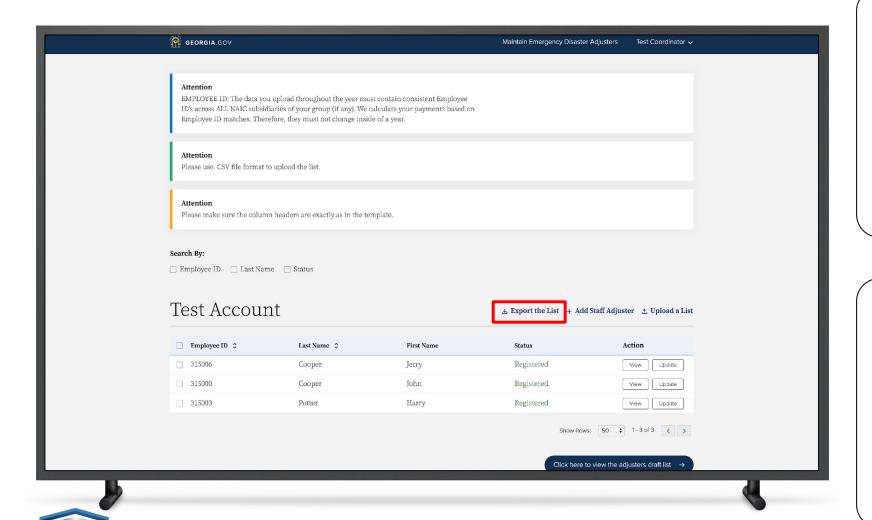
Instructions

To Search for a Staff Adjuster, the
Coordinator can filter by Employee ID, by
Last Name or by Status



Defining Status options:

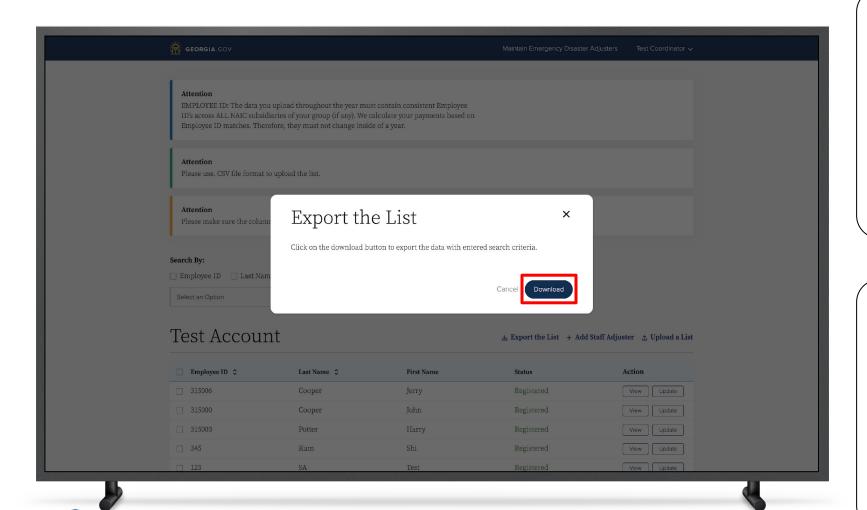
- Registered: Currently Registered
- Not Registered: Adjuster was registered at one time but has not renewed
- Payment Due: Currently Registered but pending renewal payment
- Draft: After an Adjuster has been added for the first time but Payment is not complete



Instructions

To 'Export' the List of Staff Adjusters, click 'Export the List'

Key Points

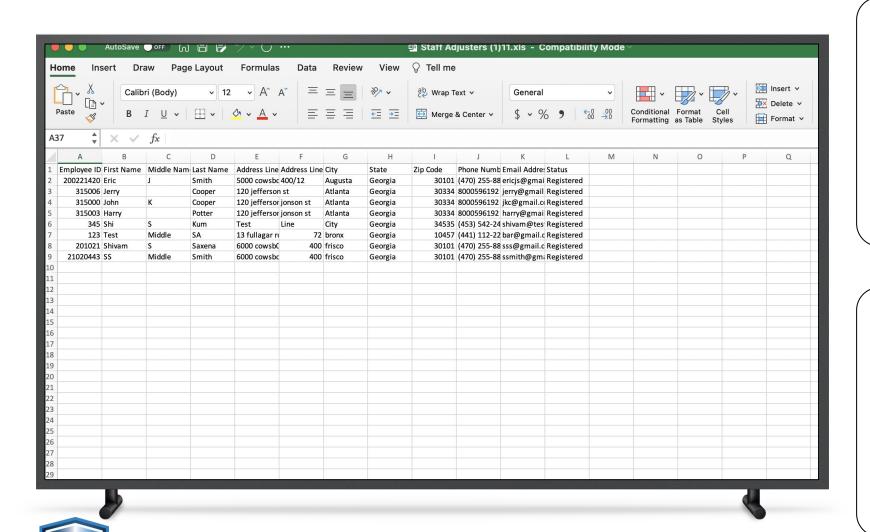


Instructions

To Export the list, click 'Download'

Key Points

The system will Download a CSV file. Once downloaded, the list can be shared, printed, or saved

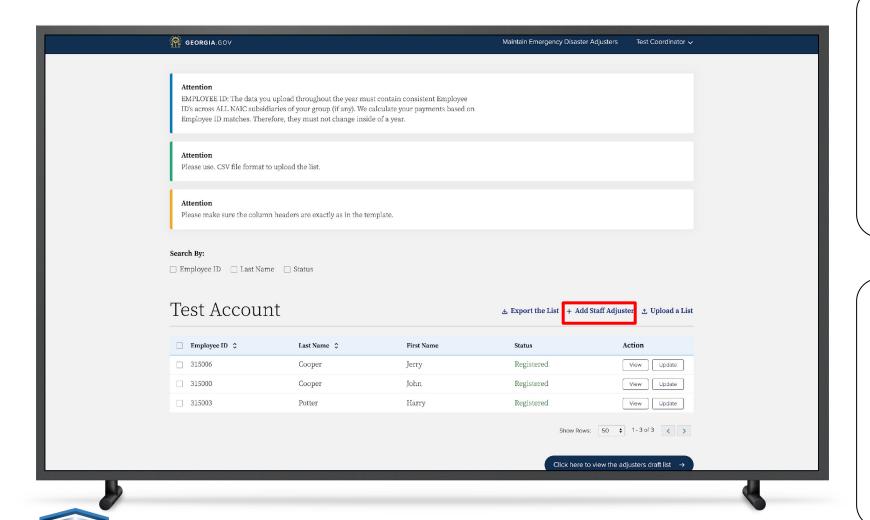


Instructions

No instructions



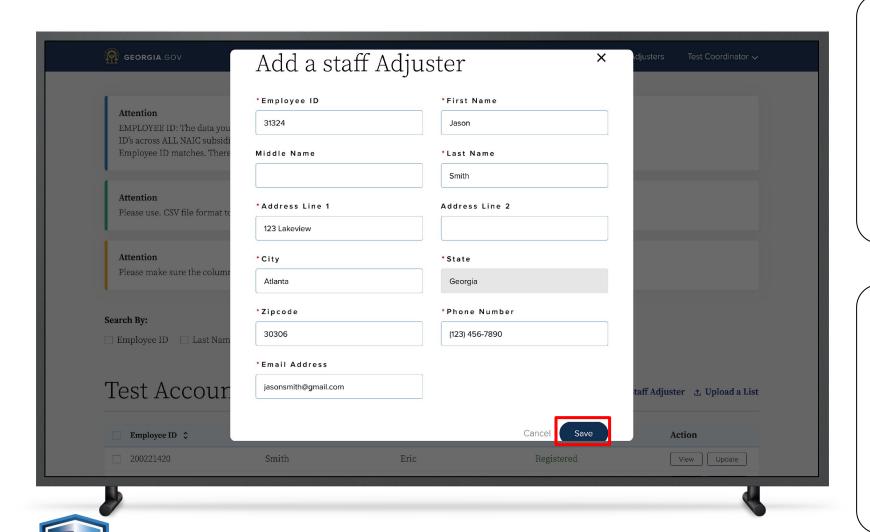
Showing an example of an Exported list of Staff Adjusters



Instructions

To manually Add a Staff Adjuster, click '+ Add Staff Adjuster'





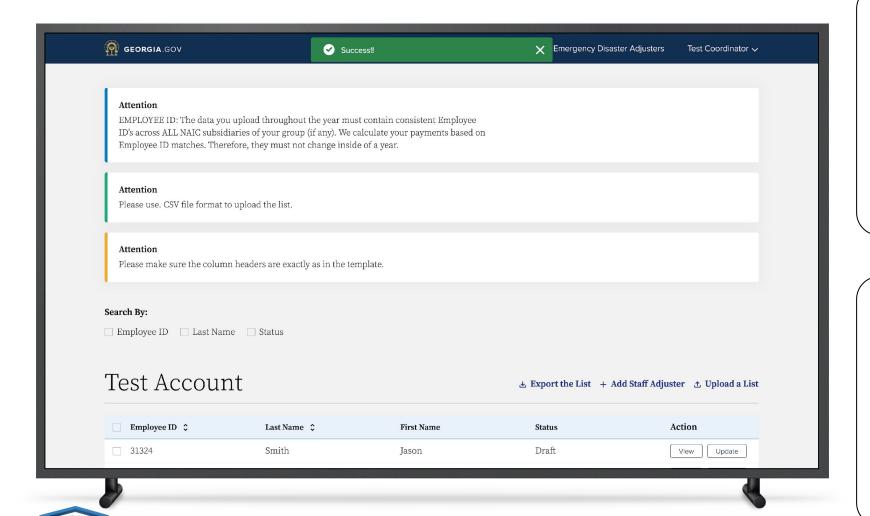
Instructions

Enter the required information

Click 'Save'

Key Points

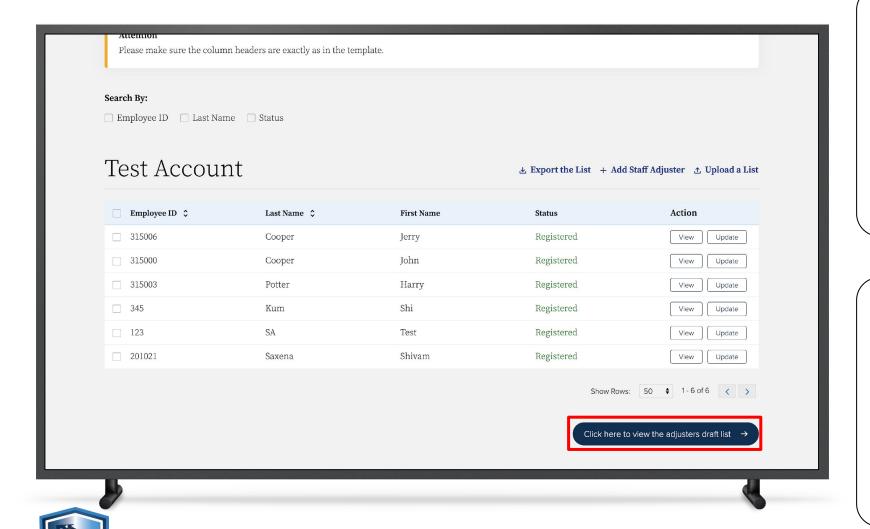
The Staff Adjuster will be added to the draft list until payment has been completed



Instructions

A Success banner will appear showing that the Staff Adjuster was added successfully

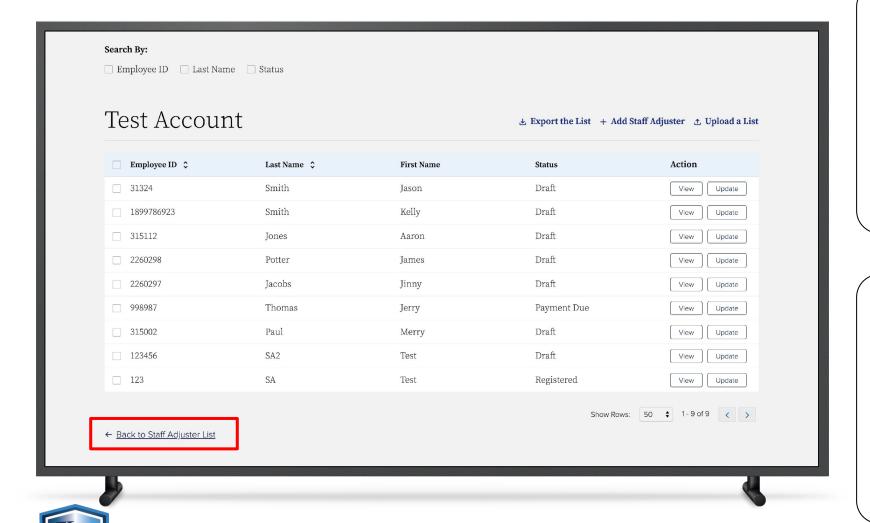




Instructions

To view the list of Adjusters with a Draft Status, click 'Click here to view the adjusters draft list'



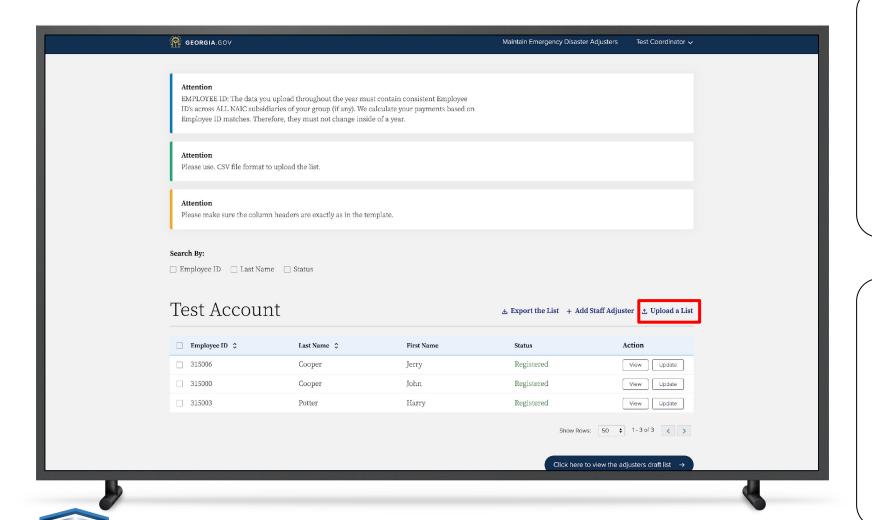


Instructions

To go back to the list of Staff Adjusters, click 'Back to Staff Adjuster List'

Key Points

Note: The newly added Staff Adjuster has now been added to the **Adjusters Draft List**

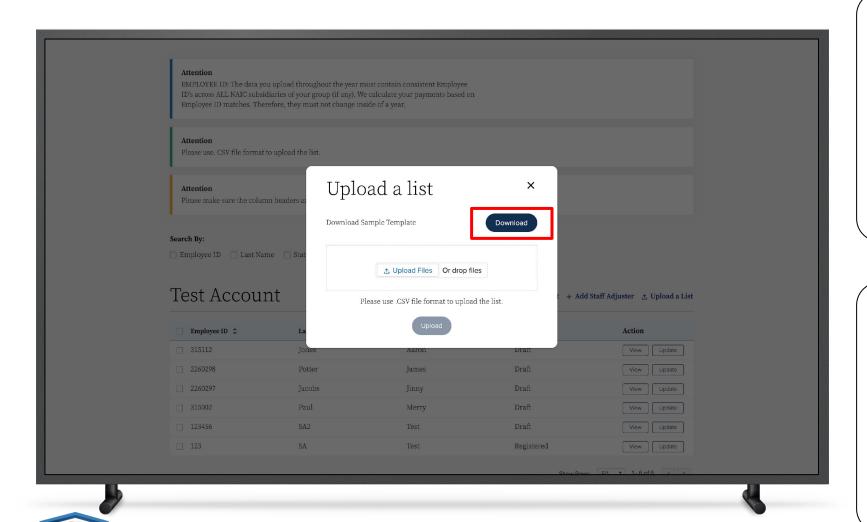


Instructions

To add a bulk list of Staff Adjusters, click 'Upload a List'

Download the Sample Template

Key Points

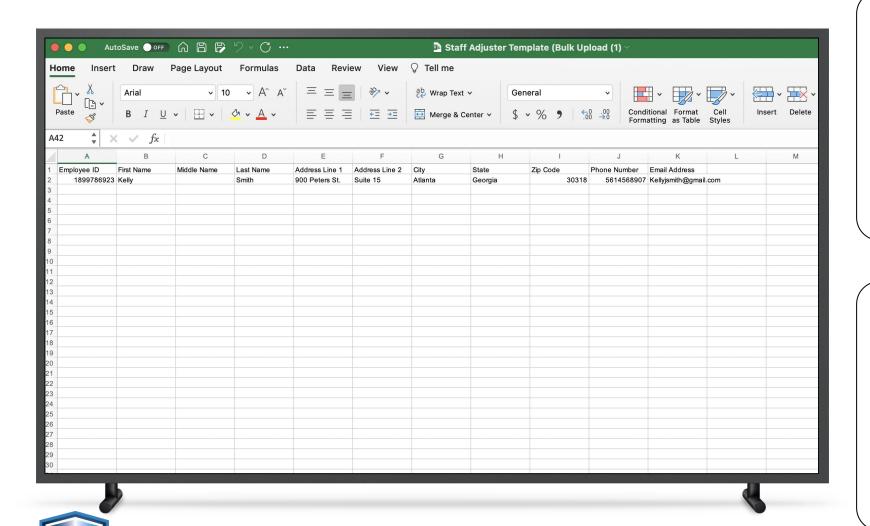


Instructions

To Download the Sample Template, click 'Download'



Please use .CSV file format to upload



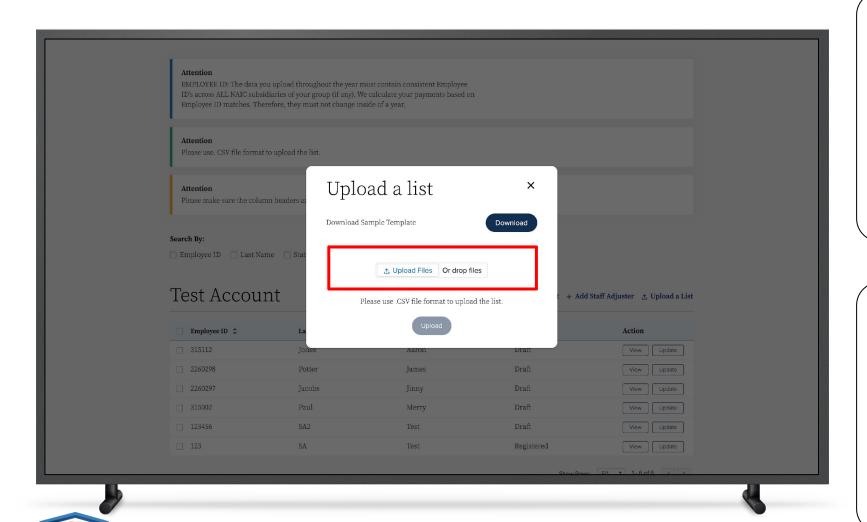
Instructions

The entry on the Sample List is to be used as an example of how to enter the information

The example row should be deleted once the list of Adjusters has been completed

Create the list of Adjusters to be added and Save the list

Key Points

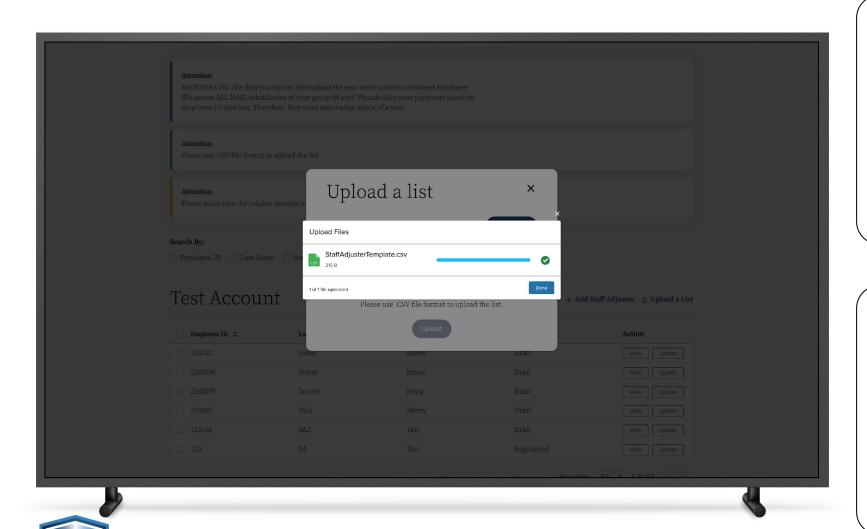


Instructions

To Upload the File, Click 'Upload Files'

To Drop the file, drag the file and drop it in the space provided

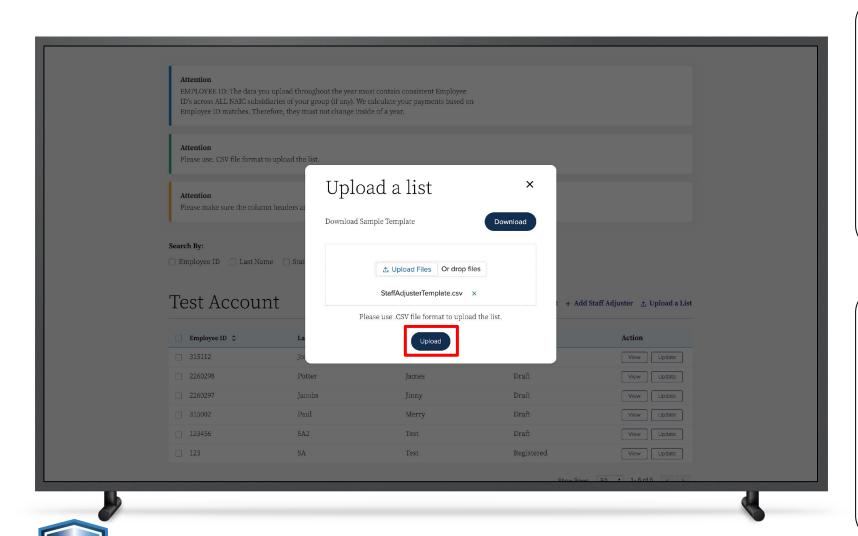


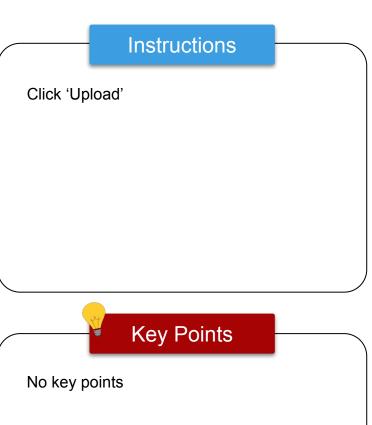


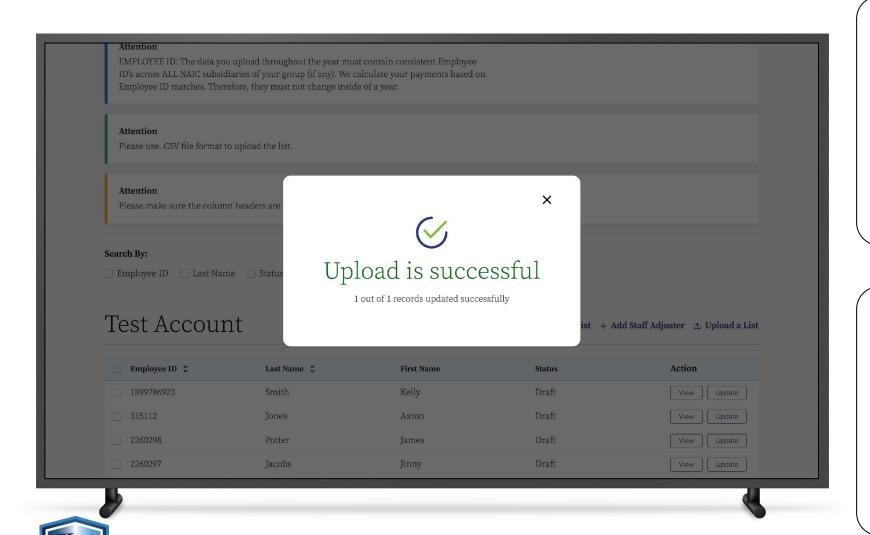
Instructions

Once the File is Loaded, click 'Done'









Instructions

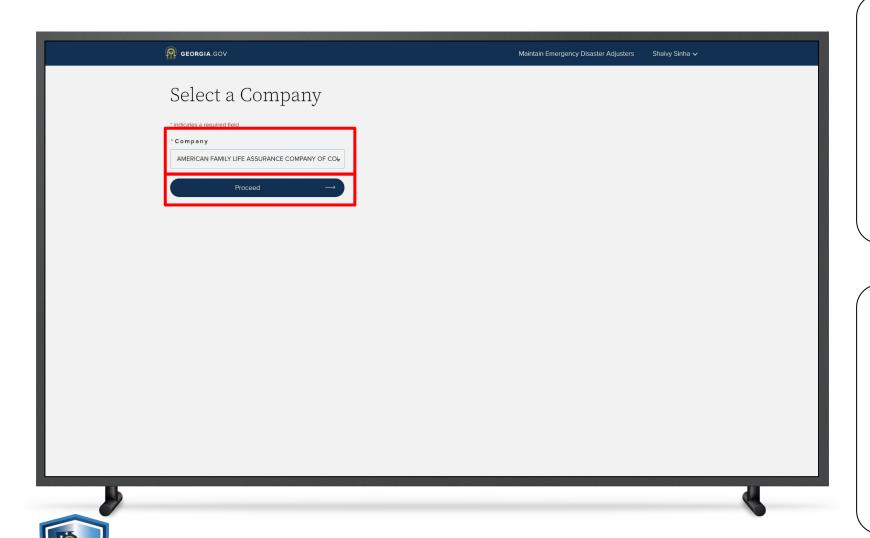
A notification will appear confirming that the Upload was successful



Adding and Removing a Staff Adjuster from a Company with the same Group Code



Adding a Staff Adjuster to a Company with the same Group Code



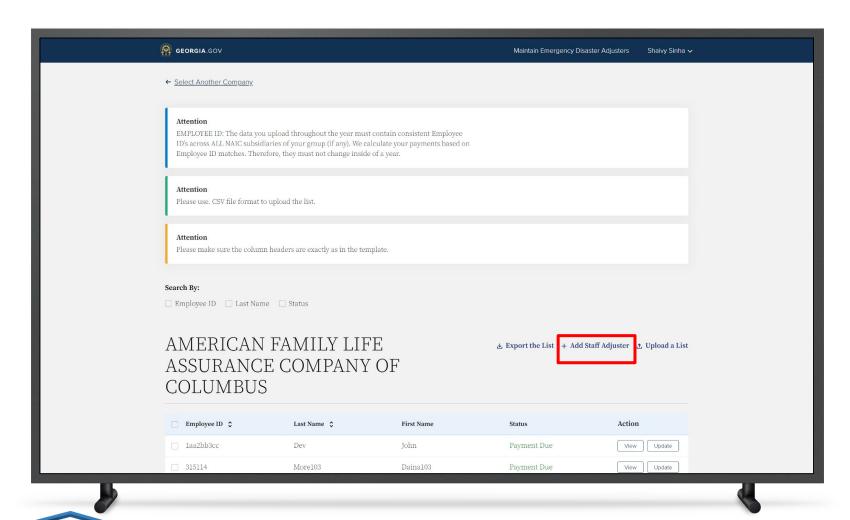
Instructions

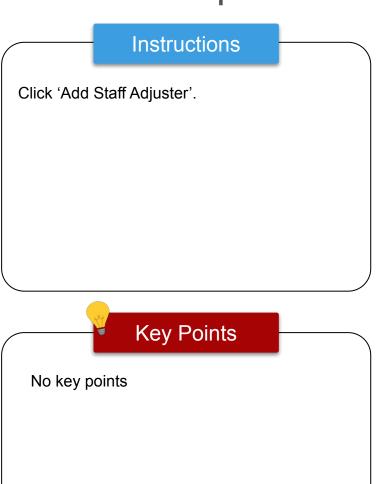
Select a Company form the "Company" drop-down and click "Proceed".

Key Points

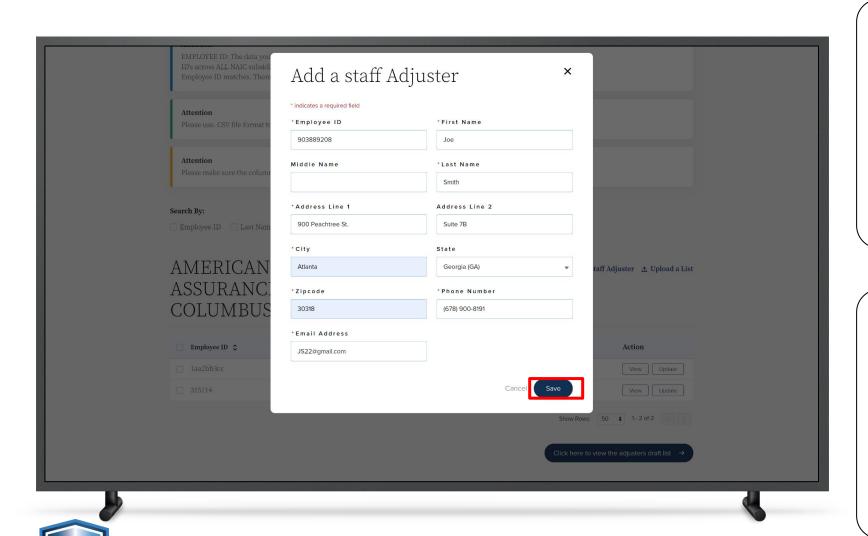
The company can either be your company or another company under the same Group Code.

Adding a Staff Adjuster to a Company with the same Group Code





Adding a Staff Adjuster to a Company with the same Group Code

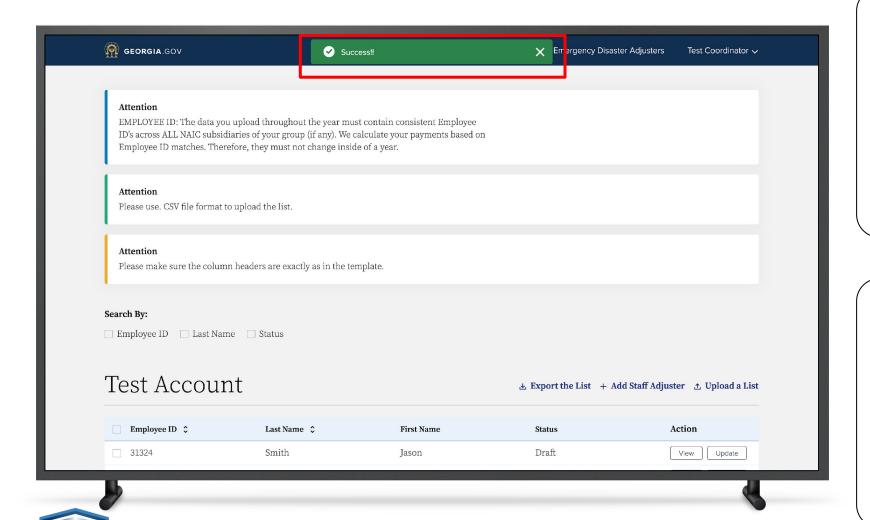




Enter the Staff Adjuster details and then click 'Save'.



Adding a Staff Adjuster

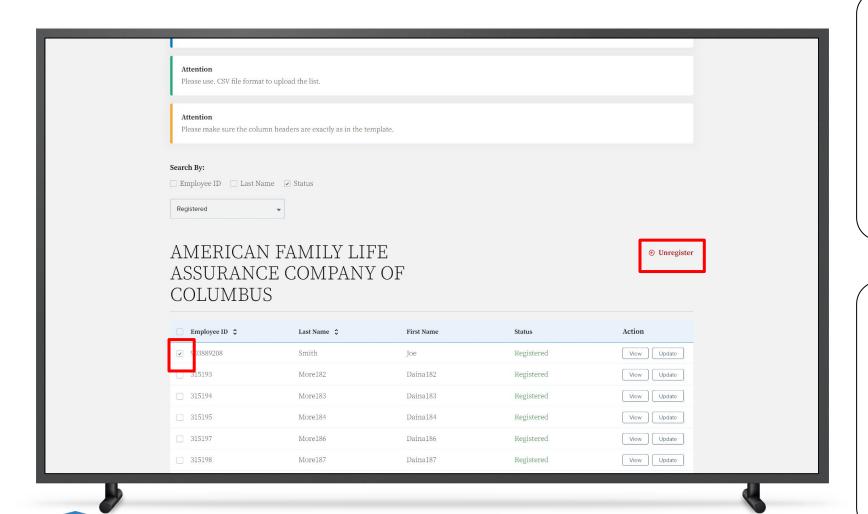


Instructions

A Success banner will appear showing that the Staff Adjuster was added successfully



Removing a Staff Adjuster from a Company with the same Group Code



Instructions

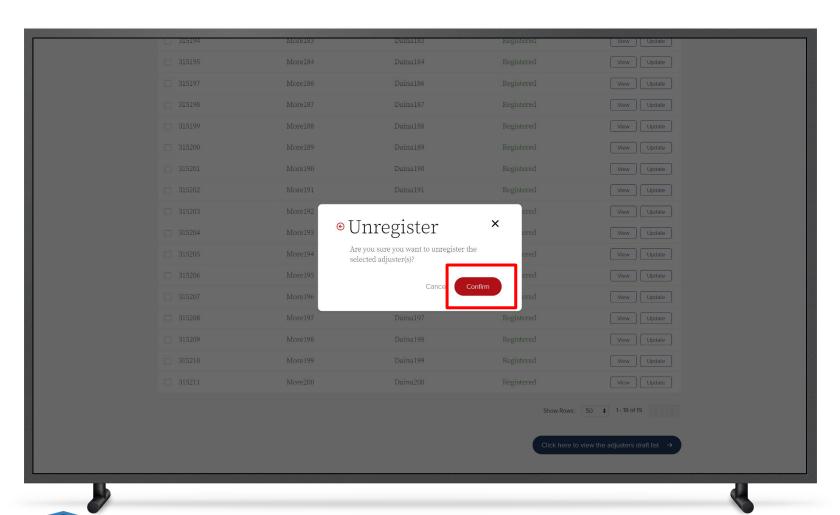
Click the checkbox to select the record, then click 'Unregister'.

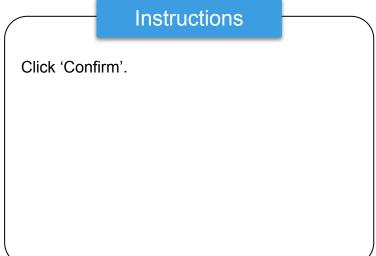
Key Points

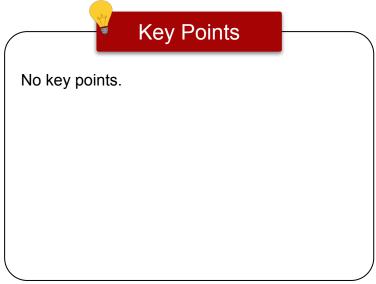
Click the checkbox next to 'Employee ID' to select all records.

Removing a Staff Adjuster from a Company with the same Group

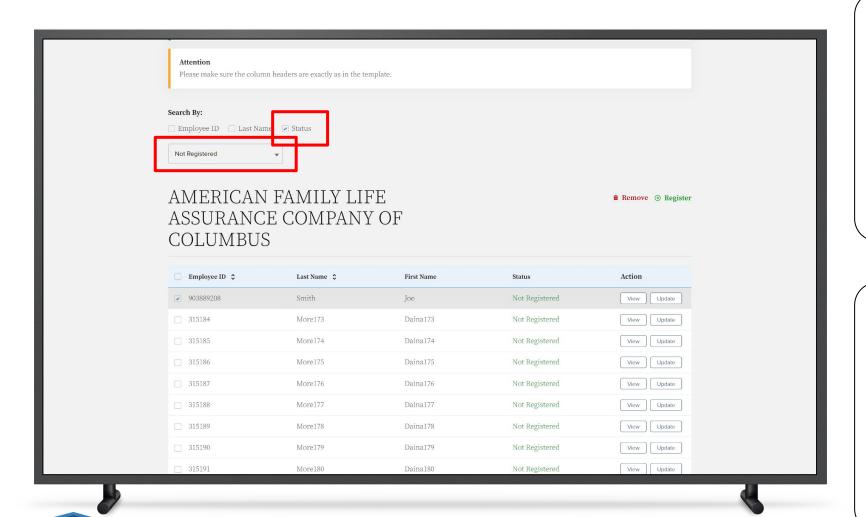
Code







Removing a Staff Adjuster from a Company with the same Group Code

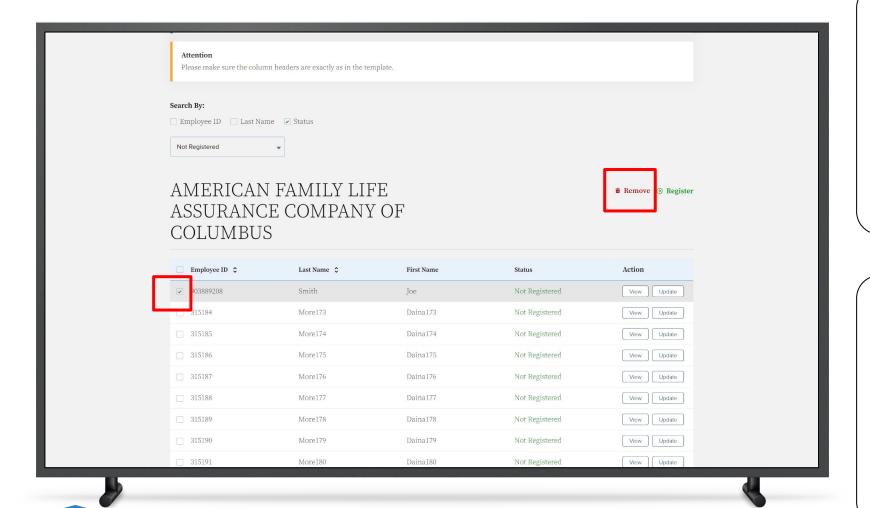


Instructions

Select the checkbox next to 'Status' and select Not Registered' from the drop-down list.

Key Points

Users can search for Adjusters in 'Not Registered' and 'Registered' Status.



Instructions

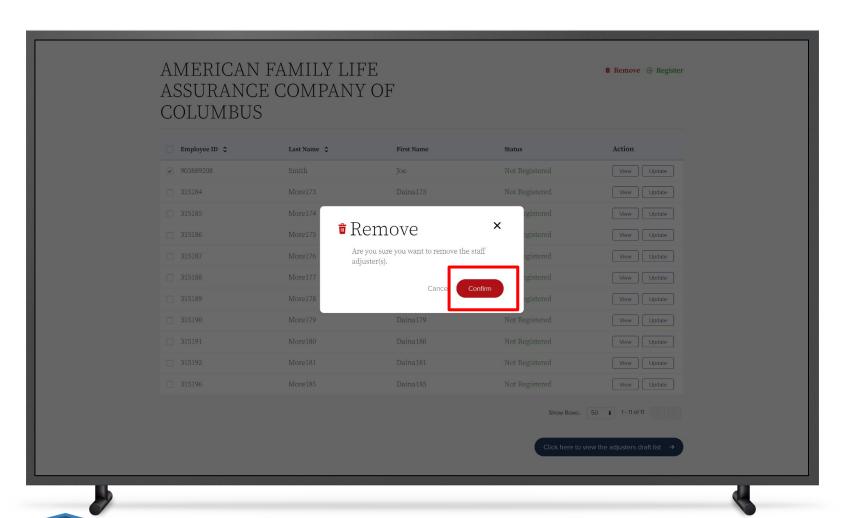
Click the checkbox to select the record, then click Remove'.

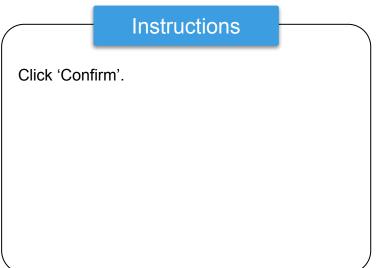


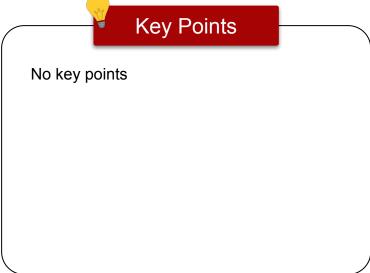
Click the checkbox next to 'Employee ID' to select all records.

Removing a Staff Adjuster from a Company with the same Group

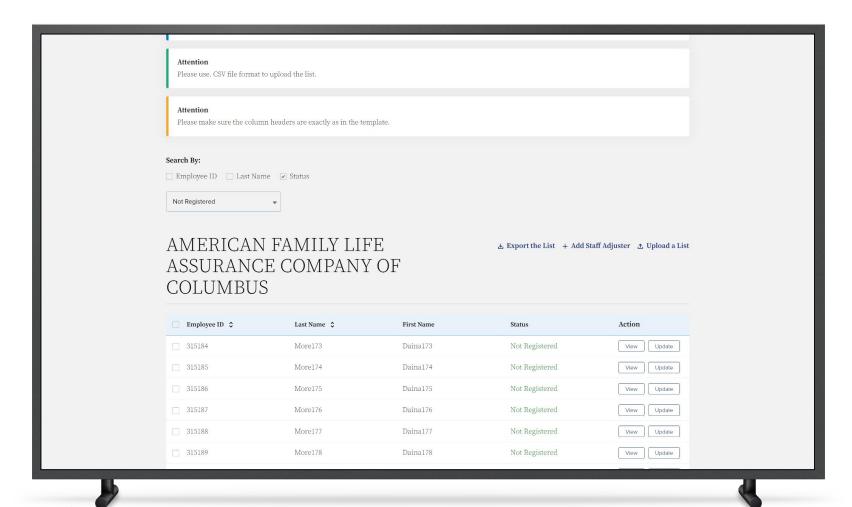
Code

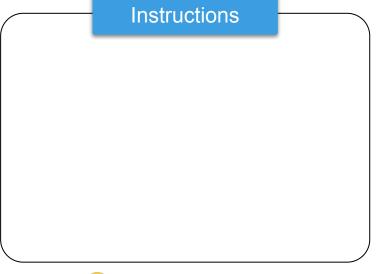






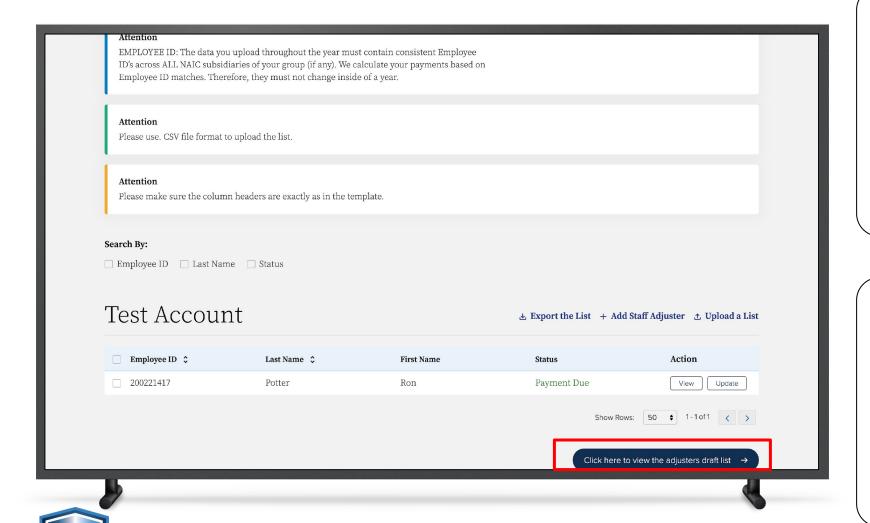
Removing a Staff Adjuster from a Company with the same Group Code







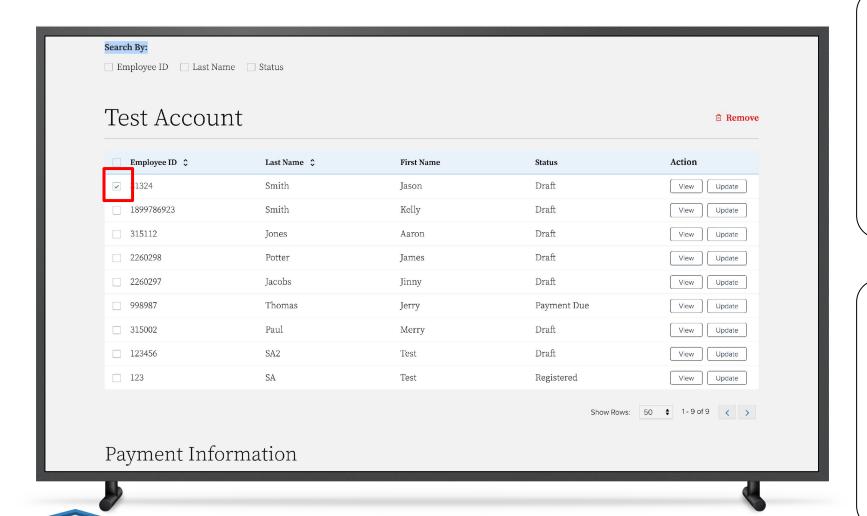




Instructions

To make a payment, click 'Click here to view the adjusters draft list'

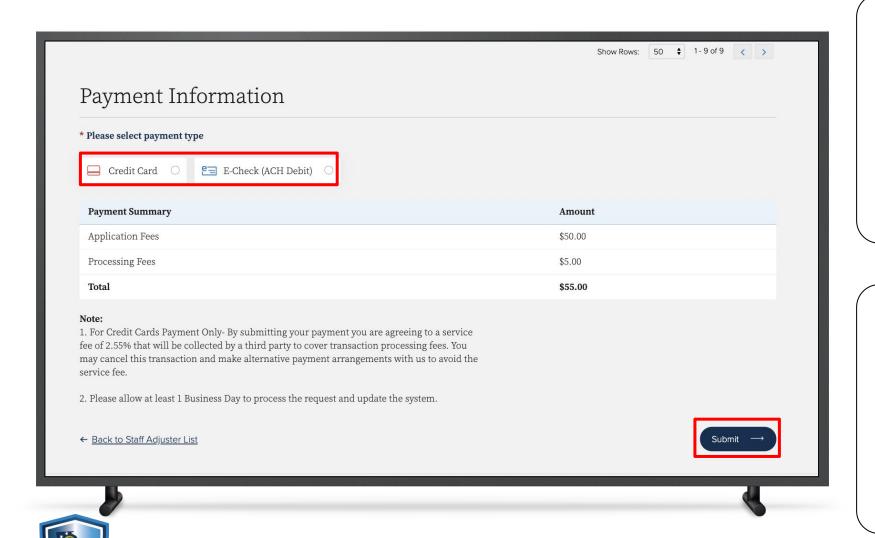




Instructions

From the **Adjusters Draft List**, check the box next to the Adjuster to make a Payment

Key Points



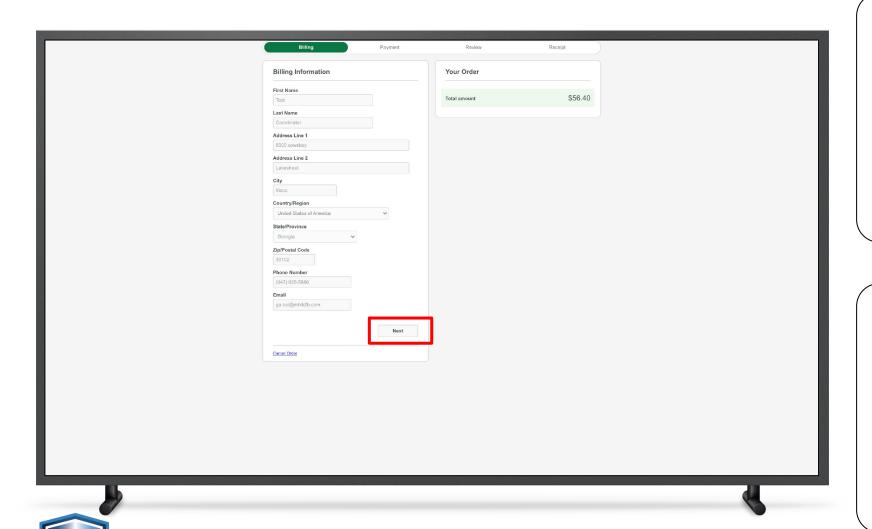
Instructions

Select Payment Type

Click 'Submit'

Wey Points

If Credit Card is selected, a 2.55% processing fee will be applied



Instructions

In the payment gateway, the fields in the **Billing Information** section will auto populate based on the information provided during registration. The total will include the 2.55% processing fee (applies to credit card only)

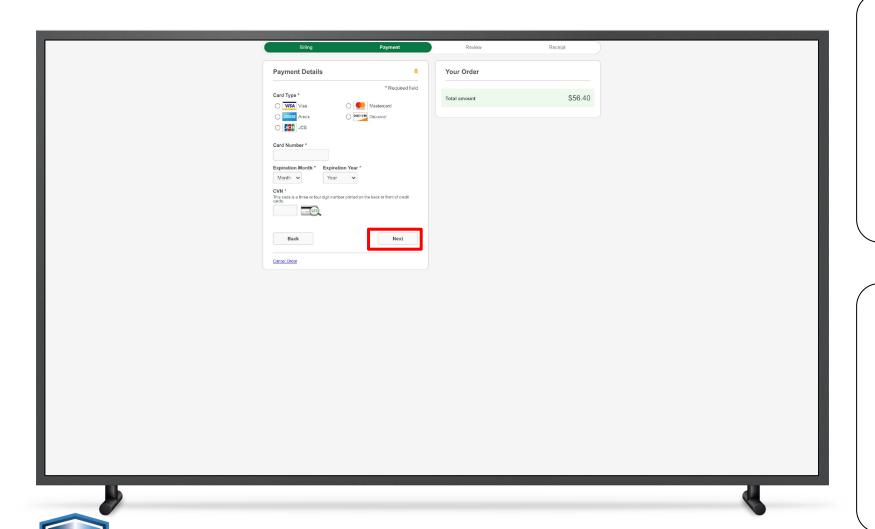
Click 'Next'

Key Points

If 'Credit Card" was selected as the payment type, the user will be redirected to a screen to enter their credit card information

If 'E-Check / ACH Debit' was selected as the payment type, the user will be redirected to a payment screen where they would enter their banking information

Payment (Credit Card)



Instructions

If 'Credit Card" was selected as the payment type, enter the Credit Card information

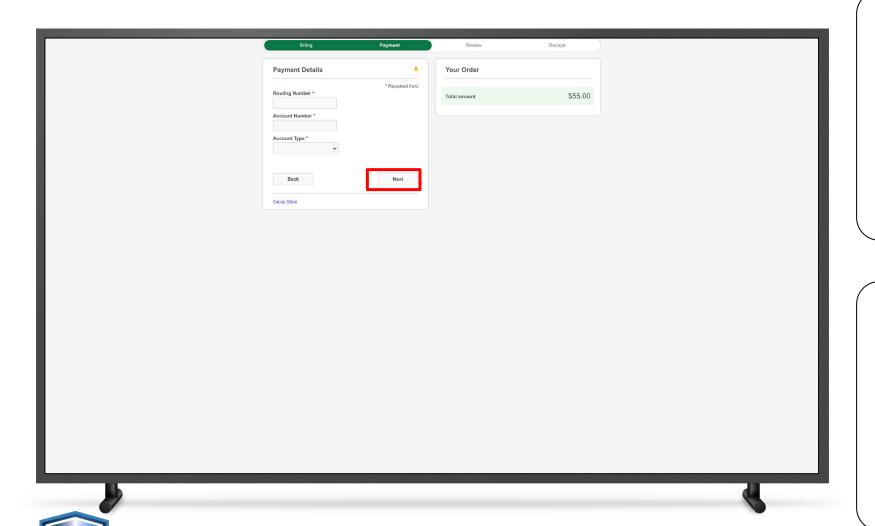
Click 'Next'

Key Points

To go back to the prior screen, click 'Back'

To cancel the order, click 'Cancel Order'

Payment (E-Check)



Instructions

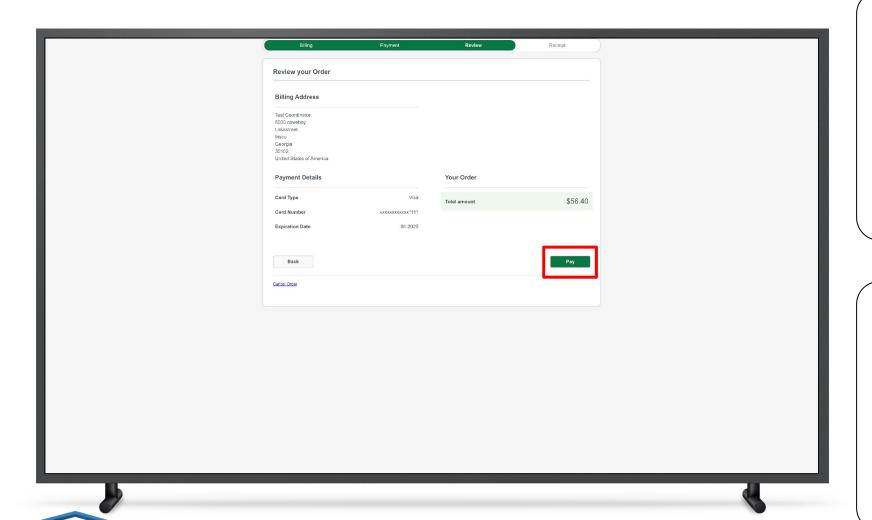
If 'E-Check / ACH Debit' was selected as the payment type, enter the bank account details

Key Points

Click 'Next'

To go back to the prior screen, click 'Back'

To cancel the order, click 'Cancel Order'



Instructions

Review the order details

Click 'Pay'

Key Points

To go back to the previous page, click 'Back'

On the example used in this slide the user had selected 'Credit Card' as the payment type



Congratulations!

Your payment has been processed successfully.

This window will be closed automatically in 10 seconds.

Instructions

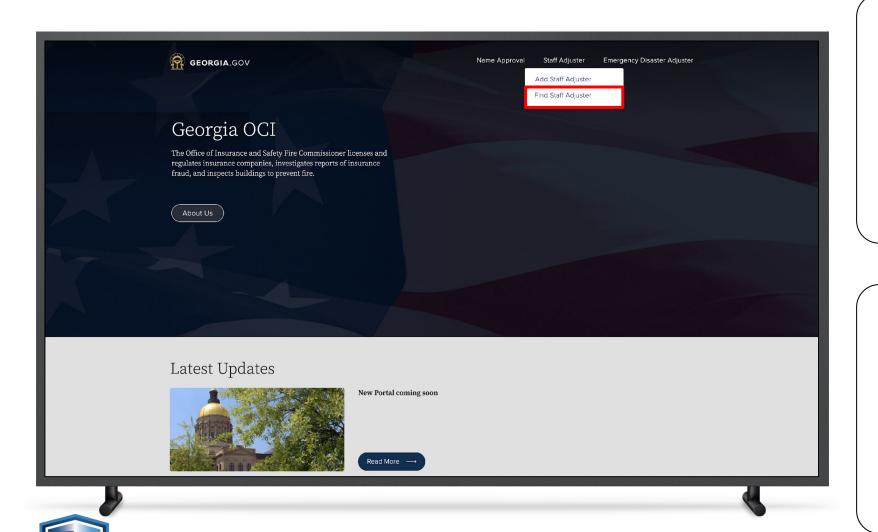
A notification will appear showing that the Payment was made successfully



The Coordinator will receive an email showing that the Adjuster has been Registered. The email will also show the amount that was charged





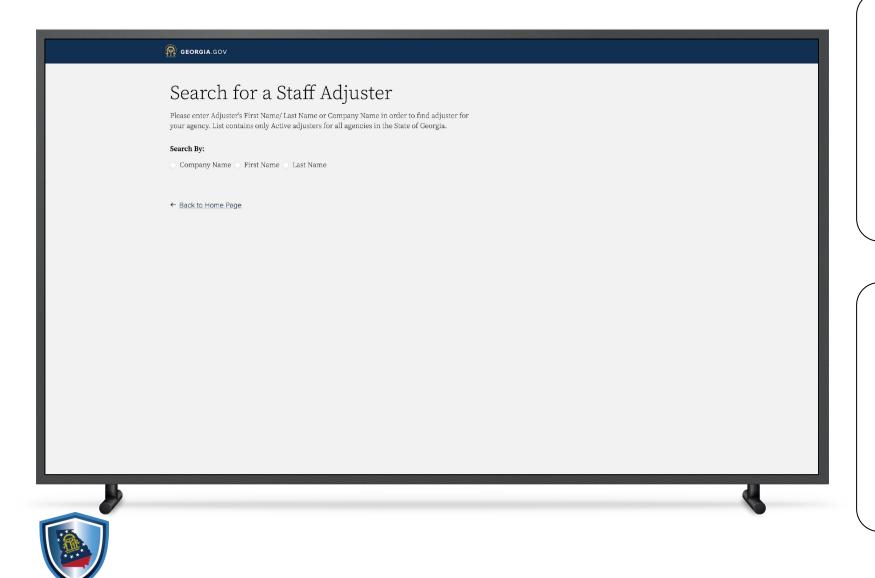


Instructions

To search for a Staff Adjuster, click 'Find a Staff Adjuster' on the Georgia OCI Portal.

This will open a Public Search Page

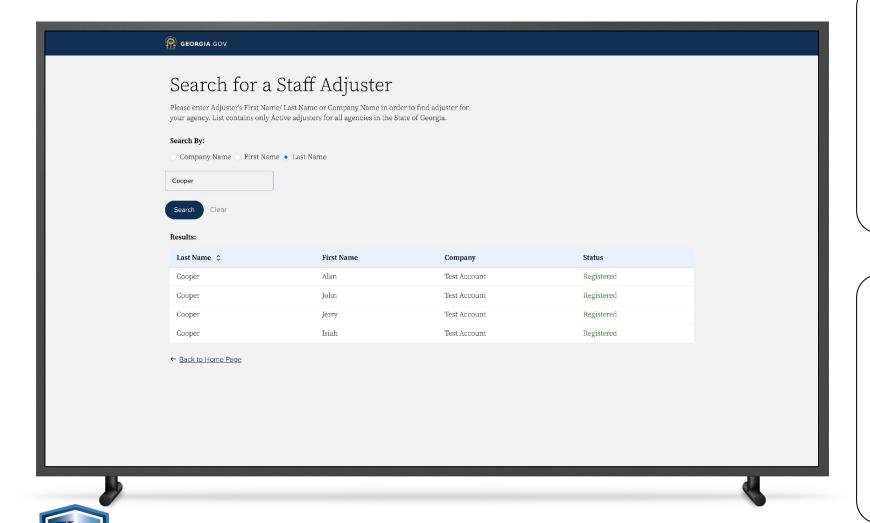
Key Points



Instructions

To search for a Staff Adjuster, search by Company Name, First Name or Last Name

Key Points



Instructions

View list of Registered Staff Adjusters resulting from the search

Key Points

To go back to the Home Page, click 'Back to Home Page'

This concludes the GA OCI Staff Adjuster User Guide - External

THANK YOU

